

## **Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<b><u>Reader's Seats</u></b>			
Chair, Task	8	15	120
Table, Reader's	2	100	200
<b><u>Special Purpose</u></b>			
Chair, Lounge	9	35	315
Rack, Literature Display Handout	4	15	60
Table, Lamp	2	0	0
<b><u>Staff Workspace</u></b>			
Table, Coffee	1	50	50
Table, End	1	12	12
<b><u>Technology</u></b>			
Chair, Technology Workstation	4	0	0
Computer, Public Desktop	3	0	0
Computer, Public Desktop Spanish Language	1	0	0
Telephone Handset	1	0	0
Workstation, Technology Carrel	4	40	160



**FUNCTIONAL ACTIVITY**

The literacy center will provide a space that will be set up permanently for computer use and training to exploit and teach the use of the literacy training programs, library's on-line public access catalog, Internet searching strategies and various software applications. This will be available for staff training, educators, instructors and library programming as well as for community groups.

**SPATIAL RELATIONSHIPS**

The literacy center will require longer operational hours than the library and so it should be close to the Library Entrance for ease of access.

**WITHIN:** FTLC - Family Training & Learning Center

**ADJACENT:**

FTLC - Homework Center  
FTLC - Career Center

**CLOSE:**

Library Entrance  
Public Rest Rooms

\*\*\*\*\* This Division implements the following goals:

- 1) "The Fontana Community will be able to access information utilizing the most current technology within the Library or from remote locations."
- 2) "Fontana adults and families will have the opportunity to participate in literacy tutoring to improve their literacy and computer skills."

<b>DIVISION SPACE SUMMARY</b>		<b>SQFT</b>
Literacy Computer Lab		760
Literacy Specialist's Office		159
Literacy Study/Tutoring Area		225
<b>TOTAL:</b>		<b>1,144</b>



**Functional Activity**

The computer lab/training room will provide a space that will be set up permanently for computer use and training to teach and enhance the literacy program. This room will be available for staff training and library programming as well as for community groups. The room will be structured in a classroom style with tables and multi-media computers facing the front of the room where an AV screen will provide computer screen data projection from the instructor's station.

**Occupancy**

TECHNOLOGY WORKSTATIONS: 19

**Future Flexibility & Expandability**

Not expected to change roles.

**Security & Supervision**

This room is a high security area and should have its own intrusion detection alarm system. Literacy center staff will monitor the use of this room.

**Spatial Relationships**

This space should be adjacent to the literacy specialist's office so the literacy librarians can supervise and assist.

**ADJACENT:**

Literacy Specialist's Office  
Literacy Study/Tutoring Area

**CLOSE:**

FTLC - Homework Center  
FTLC - Career Center  
Service Desk (FTLC)

**PROXIMITY:**

Public Rest Rooms

**Acoustics**

This room will actually generate a fair amount of noise, because of the interchange between the students and the instructor, but also because of the noise generated from the equipment. Care should be taken to acoustically insulate this area from other areas in the library so that the instruction is not disturbed, and so the instruction does not disturb other parts of the library.

**Space Finishes**

Interior finishes should be durable, but basic.

**CEILING:**

Acoustical

**WALLS:**

1/2 View Glass w/ Vinyl, Sisal or Fabric wall covering over acoustical panels.

**FLOOR:**

Carpet or Carpet Tile

**Illumination**

The light level of up to 50 foot candles is desirable at times, but will usually be at approximately 30 to 40 foot candles or lower at desk top during computer demonstrations. The lighting should be dimmable and controlled at both the entrance to the room as well as at the instructor's station. The lights at the front of the room should be able to be dimmed down to little or no light so that the AV screen is visible. Lights in the rest of the room should be independently controlled so that they may be at a slightly higher level for note taking during computer screen projections.

**Fenestration**

Windows are a detriment for two reasons: 1. they pose the security concern for the computer equipment, and 2. they introduce a potential source of glare on VDT screens. If windows are present in the room, they need to be secured to prevent theft and they need to have a window treatment which will control glare.

#### **HVAC**

The HVAC system will need to be able to handle not only the people load in the room, but also the heat generated by the various pieces of electronic equipment.

#### **Telephone Communications**

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

#### **Signage**

Sign on the door that says: "Literacy Computer Lab"

#### **ADA (Disability Requirements)**

This area is accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1-1/2" per 5 feet in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" x 60" must be located at any obstruction and at reasonable intervals not exceeding 200 feet.

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

#### **Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<b>Special Purpose</b>			
White Board	1	0	0
<b>Technology</b>			
Chair, Technology Workstation Task	19	0	0
Computer, Public Desktop	19	0	0
Printer, Laser (Color)	1	0	0
Projection Screen, Motorized Ceiling	1	0	0
Projector, Data Desktop	1	0	0
TV/VCR Player	1	0	0
Workstation, Technology Carrel	19	40	760



**Functional Activity**

This space will provide the supervisor of literacy with an office to plan and carry out the activities pertaining to the operation of the literacy center.

**Occupancy**

STAFF OFFICE: 1

**Future Flexibility & Expandability**

Sufficient flexibility should exist to allow the literacy study/tutoring area to expand into this space if required.

**Security & Supervision**

While this is primarily a staff area with access controlled by a lock.

**Spatial Relationships**

This office should be in visual range of the other areas of the literacy center.

**ADJACENT:**

Literacy Study/Tutoring Area  
Literacy Computer Lab

**CLOSE:**

Service Desk (FTLC)  
Public Restrooms

**Acoustics**

It is also important to keep confidential conversations from being overheard. The room should be sound proof to the extent possible.

**Space Finishes**

Finishes should be cheerful and welcoming, but professional in appearance. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal office use.

**CEILING:**

Acoustical

**WALLS:**

Paint and 1/2 glass.

**FLOOR:**

Carpet

**Illumination**

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

**Fenestration**

Windows that will allow the supervisor to supervise staff. Window treatment that will prevent staff and the public from looking into the office is also highly desirable.

**HVAC**

Individually-controlled thermostat. Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants.

**Data Communications**

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

**Signage**

Sign on the door that says: "Literacy Office"

### **ADA (Disability Requirements)**

The doorways leading to the office shall be minimum 32" in clear width. The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

### **Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	SQFT	SQFT
<b><u>Staff Workspace</u></b>			
Chair, Supervisor's	1	0	0
Chair, Visitor's	2	5	10
Credenza	1	25	25
Desk, Professional	1	100	100
Shelving, SF 90" H Steel W/7 Shelves	2	12	24
<b><u>Technology</u></b>			
Computer, Public Desktop	1	0	0
Printer, Ink-Jet (B&W)	1	0	0



**Functional Activity**

This space will serve as a location where patrons can go to ensure quiet for study that requires significant concentration. Small groups may also meet here to discuss topics or work assignments. The room can be used as a literacy tutoring space, and the library staff may also use this room as a small conference room to work on projects or have staff meetings.

While the natural inclination is to locate these rooms in the recesses of the library, these rooms actually need to be located in a rather public spot where the inside of the room is highly visible to patrons and preferably the staff at the service desk or in the workrooms. The study/tutoring room needs to be a "glass box." At least one side of each room must be a complete floor to ceiling glass wall.

**Occupancy**

READER SEATS: 6

TECHNOLOGY WORKSTATIONS: 2

**Future Flexibility & Expandability**

This area will not be expanded although additional rooms might be added. It is possible that the rooms may not serve their intended purpose or other space needs become more critical, and thus need to be removed, so design should allow for that possibility.

**Security & Supervision**

The study rooms must be able to be easily supervised by the staff in the literacy office. Entry to the rooms may be controlled by remote electronic switch in the office, should the library decide to activate this feature.

**Spatial Relationships**

These rooms should be located in prominent areas with relatively high foot traffic. They should be in visual range of the other areas of the literacy center.

**ADJACENT:**

Literacy Specialist's Office  
Literacy Computer Lab

**CLOSE:**

Service Desk (FTLC)  
Public Restrooms

**Acoustics**

The purpose of these rooms is to keep noise from entering or exiting the study area, therefore standard acoustical dampening strategies are required.

**Space Finishes**

All finishes in this area must be as indestructible as possible in order to resist vandalism and defacement. The floor finishes must be of high durability, attractive and as maintenance free as possible. Walls finishes should be attractive as well as highly durable, graffiti resistant and easy to clean.

**CEILING:**

Acoustical

**WALLS:**

Glass and Vinyl or Fabric w/ acoustical panels behind for sound absorption.

**FLOOR:**

Carpet or Carpet Tile

**Illumination**

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over the table top. Standard non-glare office lighting such as a deep-cell parabolic



fluorescent fixture with semi-specular aluminum louvers is acceptable.

### **Fenestration**

Natural light and view windows are desirable.

### **Telephone Communications**

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

### **Signage**

"Literacy Study" on each door.

### **ADA (Disability Requirements)**

The doorways leading to this area shall be minimum 32" in clear width. The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

### **Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	UNIT EXTENDED SQFT
<b><u>Reader's Seats</u></b>			
Carrel, Tutoring Wood	2	25	50
Chair, Reader's	6	0	0
Workstation, Literacy Tutoring Counter	1	55	55
<b><u>Special Purpose</u></b>			
White Board	1	0	0
<b><u>Staff Workspace</u></b>			
Table, Conference	1	120	120





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<b>Description of Furniture &amp; Equipment Units</b>	<b>UNIT</b>	<b>UNIT</b>	<b>EXTENDED</b>
	<b>QTY</b>	<b>SQFT</b>	<b>SQFT</b>
<b><u>Technology</u></b>			
Chair, Technology Workstation	2	0	0
Computer, Public Desktop	2	0	0
Printer, Ink-Jet (B&W)	1	0	0



**FUNCTIONAL ACTIVITY**

The primary function of this division is to provide housing for, and access to, the library's fiction, paperback and large print book collection. The fiction collection is the heart of the library's "popular library" role and will be divided between regular fiction books and "genre" books i.e., westerns, science fiction, mysteries and romance novels. The fiction collection will be placed on the shelves with the genre books separated into discrete collections, but all fiction is shelved alphabetically by author's last name.

The fiction collection is pretty much a self-help collection because of the relative ease in finding books, although reference librarians will act as "reader's advisors" in assisting patrons to find literature they are interested in reading.

**SPATIAL RELATIONSHIPS**

The fiction collection should be easily accessible from the front entry of the library. For the most part, patrons enter the fiction collection after passing through the security gates and/or the new book display. Many of the library patrons are exclusive fiction readers, and will exit the library via the circulation desk immediately upon making a selection in the fiction book stacks.

**PROXIMITY:**

Reference Services  
Non-Fiction Collection  
Young Adult Services  
Circulation Services

\*\*\*\*\* This Division implements the following goals:

- 1) " People of all ages in Fontana will have the resources and services to enhance their personal, recreational, business, career and lifelong learning goals."

<b>DIVISION SPACE SUMMARY</b>		<b>SQFT</b>
Fiction Collection & Seating		2,145
TOTAL:		2,145



**Functional Activity**

Patrons will usually enter this space and look up specific authors they are interested in, and then often look for a nearby place to sit down to read the book cover or the first few pages of the book to see if they are interested in the book. They may do this several times during a visit to the library before selecting a book. In the process, they may use the on-line catalog to look up the library's holdings by author or title while browsing in the fiction collection, therefore there should be several OPACs located in the collection at convenient locations. This space will also hold the paperback collection, which is mostly fiction, as well as the large print book collection (also mostly fiction).

**Occupancy**

READER SEATS: 12

LOUNGE SEATS: 8

TECHNOLOGY WORKSTATIONS: 5

**Future Flexibility & Expandability**

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, while a potential expansion plan would be wise.

**Security & Supervision**

The fiction collection will be supervised from the circulation and reference desks. The book stack and seating area should be laid out to optimize visual supervision of all of this space, however it is recognized that it may not be possible to have all areas visible to staff at the desk. Any areas not easily visually scanned by desk staff may need to be monitored by a security camera.

**Spatial Relationships**

The fiction collection should be in the proximity of the New Book Display area and the AV Collection & Seating. There is a relationship between the Fiction Collection & Seating and the Non-Fiction Collection & Seating. Reference staff will provide some reader's advisory assistance to patrons from the reference desk.

**ADJACENT:**

Reference Desk  
On-Line Public Access Catalog (OPAC)  
YA Collection & Cyber Cafe

**CLOSE:**

Non-Fiction Collection & Seating  
Reference Collection & Seating  
Public Entrance & Lobby

The paperback collection should also be highly visible and accessible, but the shelving units for these may be spread around the Fiction Collection & Seating space and placed wherever space permits.

Large print books are mostly fiction books and are used most frequently by seniors or others with failing eyesight. These books may be located anywhere in the fiction collection, but they should be relatively easy to find, and will probably best go somewhere next to the genre collection.

**Acoustics**

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the circulation desk, browsing and AV collection areas. The architect and interior designer should endeavor to buffer some of the seating in this area so that patrons can escape for some quiet reading where they will not be disturbed.

**Space Finishes**

The floor finishes must be of high durability, attractive and as maintenance free as possible



since they will receive fairly heavy traffic.

**CEILING:**

Acoustical

**WALLS:**

Paint

**FLOOR:**

Carpet or Carpet Tile

**Illumination**

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Make certain that the lighting is even in the bookstack from one end of a range to the other as well as from the top of the bookstack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy.

Genre books should in most cases be housed in single-faced wall units and should be "highlighted" to attract patrons to the various collections. This highlighting should not be done by using "spot lights" and should not create glare on the books or the surface of nearby reader's tables.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers, etc.). Computer screens and workstations should be placed at right angles to any windows that may cause glare.

**Fenestration**

Natural light and particularly view windows near the seating is highly desirable. The library wants to encourage patrons to stay and read in a pleasant environment with a view if possible.

**HVAC**

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers.

**Telephone Communications**

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

**Signage**

Large directional sign which says: "Fiction" visible from the entry and smaller specific collection signs which say: "Westerns", "Science Fiction", "Mysteries", "Romance", "Large Print" and "Paperbacks."

**ADA (Disability Requirements)**

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum



60" in width.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Display area shall have a minimum clear aisle width of 44". Catalogs and displays should be within accessible reach with a maximum height of 48". But the lowest usable portion of catalogs must be located a minimum of 18" above the finish floor.

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light is 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Bookshelves are located 54" high maximum above finish floor unless an attendant is available to assist individuals with disabilities.

Shelf height in open book stacks is restricted. However, attendant(s) should be provided for assistant.

## **Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<b>Reader's Seats</b>			
Chair, Lounge	8	35	280
Chair, Reader's	12	0	0
Table, Coffee	1	45	45
Table, Reader's	3	100	300
<b>Shelving</b>			
36" Aisle DF 84"H Steel Shelving W/ 12 Shelves 14823 Fiction	52	18	936
36" Aisle SF 84"H Steel Shelving W/ 7 Shelves 1993 Large Print	12	12	144
Paperback SF 66" Shelving Unit W/ 5 Divider Shelves 3502 Paperbacks	20	12	240
<b>Special Purpose</b>			
Lamp, Table	3	0	0
Stool, Kick-Step	5	0	0



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Description of Furniture & Equipment Units	UNIT	UNIT	EXTENDED
	QTY	SQFT	SQFT

### **Technology**

Chair, Technology Workstation	5	0	0
Computer, OPAC (On-Line Public Access) Desktop	2	0	0
Computer, Public Desktop	3	0	0
Computer, Public Desktop Spanish Language	2	0	0
Printer, Ink-Jet (B&W)	1	0	0
Workstation, Technology Carrel	5	40	200



# GENERAL BUILDING SERVICES

2,480 SqFt

## FUNCTIONAL ACTIVITY

The primary function of this division is to provide general building services such as custodial services, storage and space for mechanical equipment. This division also provides for shipping and receiving as well as a loading dock for the library.

## SPATIAL RELATIONSHIPS

Some of the custodial services will be spread throughout the building as non-assignable square footage in the form of custodial sink and supply closets. However, the majority of the space in this division will be best located in the "back of the house" areas of the library.

### PROXIMITY:

Technical Services

### AWAY:

Most All Public Services

DIVISION SPACE SUMMARY	SQFT
Bicycle Lockers	200
Custodial Workroom	160
Friend's Book Storage & Workroom	420
General Library Storage Room	1,083
Loading Dock	N/A
Mechanical / Electrical/ Elevator Equipment	N/A
Public Rest Rooms	N/A
Recycling & Waste Disposal Storage	120
Shipping & Receiving	351
Telecommunications/Data	146
<b>TOTAL:</b>	<b>2,480</b>



**Functional Activity**

This space provide library patrons who come with bicycles an area to secure their means of transportation. The space should be sheltered and protected from weather.

**Occupancy**

BICYCLE LOCKERS: 16 Bicycles

**Future Flexibility & Expandability**

This area is unlikely to be changed in the future.

**Security & Supervision**

This area is open to public and closed and secured when library is closed

**Spatial Relationships**

This area should be adjacent to library entrance.

**ADJACENT:**

Library Entrance

**Space Finishes****CEILING:**

Exposed structure

**WALL:**

Paint

**FLOOR:**

Sealed concrete

**Illumination**

The space should be well illuminated with industrial type of lighting to provide the patrons with a sense of security.

**ADA (Disability Requirements)**

It is unlikely people with disabilities with use bicycles as means of transportation. However, accessibilities for disable individuals is still required and thus need to be complied.

**Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	SQFT	SQFT
<b>Special Purpose</b>			
Lockers, Bicycle	2	100	200





**Functional Activity**

This space will provide a shop for custodians to assist in their servicing of the building. In addition to this workroom, there will be other storage areas and sinks throughout the building to assist with cleaning and the storage of mops, vacuum cleaners, cleaning supplies etc. This space will provide a workbench with various tools necessary for simple maintenance and repair.

**Occupancy**

STAFF OFFICE WORKSTATIONS: 1

**Future Flexibility & Expandability**

It is not anticipated that this area would change purpose or require expansion.

**Security & Supervision**

A staff controlled area by a lock on the door.

**Spatial Relationships**

The workroom should be located in a remote area of the library that is not useful for library functions.

**PROXIMITY:**

Public Rest Rooms  
Staff Rest Rooms

**Acoustics**

This may be moderately noisy at times if the custodian is repairing machinery. The sound generated in this area must be dampened and not permitted to disturb any nearby library spaces.

**Space Finishes**

This area will be industrial in nature.

**CEILING:**

Exposed structure

**WALLS:**

Painted Concrete or glazed and textured CMU w/ corner guards

**FLOOR:**

Sealed concrete

**Illumination**

Interior lighting will be industrial strength non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level, and task lighting to deliver up to 50 foot candles on the work surface.

**Fenestration**

Windows are not required.

**HVAC**

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants. Individually-controlled thermostat.

**Data Communications**

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

**Signage**

A sign on the door which says "Custodial Workroom-Staff Only".



### **ADA (Disability Requirements)**

The custodial workroom must be accessible from a 36" aisle. A 36" wide door with a minimum of 32" clear width is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to an employee's job, e.g., cleaning tasks, then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" high and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance.

There can be no obstructions, cabinets, or sharp objects under the sink. Hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply with ADA.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

### **Furniture and Equipment**

<b>Description of Furniture &amp; Equipment Units</b>	<b>UNIT QTY</b>	<b>UNIT SQFT</b>	<b>EXTENDED SQFT</b>
<b><u>Staff Workspace</u></b>			
Chair, Task	1	0	0
Desk, Custodial	1	55	55
Workbench, Custodial	15	7	105
<b><u>Technology</u></b>			
Telephone Handset	1	0	0



**Functional Activity**

This area will store books and other donations received by the library Friend's group. These materials will be sorted, stored and the information on donor, subject and title recorded until they can be placed in the library or in the Friend's bookstore and offered for sale. There needs to be room to store books on shelving, but there also needs to be room to sort books on counter tops or large tables as well as plenty of room for books in unpacked boxes to be stacked.

**Occupancy**

VOLUNTEER WORK SEATS: 8

**Future Flexibility & Expandability**

It is not anticipated that this area would change purpose or require expansion.

**Security & Supervision**

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Volunteers should come to work through public entrance rather than staff entrance.

**Spatial Relationships**

The Friend's book storage & workroom needs to be as close as possible to the Friends' bookstore and in the proximity of the shipping and receiving area and loading dock since deliveries to this area will be occasional.

**ADJACENT:**

Friends' Bookstore

**PROXIMITY:**

Shipping & Receiving  
Loading Dock

**Acoustics**

Normal conversations between volunteers with some noise generated from loading and unloading books.

**Space Finishes**

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

**CEILING:**

Acoustical tile

**WALLS:**

Paint (Latex semi-gloss recommended); Vinyl wall covering;  
Corner guards; White boards; Tackable surfaces

**FLOOR:**

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (no carpet pad permitted); Vinyl tile at sink and work counter; Vinyl or carpet cove base

**Illumination**

Minimally 30 to 40 foot candles on the counter tops of work stations, but preferable up to 50 foot candles. The general room lighting may be supplemented with task lighting to increase the foot candles on the work tables.

**Fenestration**

Windows are not required but desirable.

**HVAC**

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants of



the work tables.

#### **Data Communications**

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located power on all other walls.

#### **Signage**

A sign on the door saying "Friend's Book Storage & Workroom"

#### **ADA (Disability Requirements)**

The doorways leading to the work room/area shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep. All sinks, including kitchen sinks need to provide a minimum 30"x48" clear space in front of sinks that allow forward approach by wheelchairs. Knee clearance under sink is a minimum of 27" high and 30" wide, and provides an absolute depth of 19" underneath the sink. Provide thermal shields for drain and hot water piping to prevent contact. Maximum height of rim or counter above finish floor is 34". All sinks is a maximum depth of 6-1/2". There shall be no sharp or abrasive elements under sinks. Faucets are lever type, electronically activated or approved self-closing valves with a minimum of 10 second open flow. Maximum force required to activate faucets controls is 5 pounds.

#### **Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<b><u>Special Purpose</u></b>			
Bulletin Board	2	0	0
Coffee Maker/Urn	1	0	0
Sink	1	18	18
Soap Dispenser	1	0	0
<b><u>Staff Workspace</u></b>			
Cabinets, Above Counter	6	0	6
Cabinets, Below Counter	6	0	0
Chair, Task	8	0	0
Shelving, SF 90"H Steel W/ 7 Shelves	13	12	156
Table, Work	2	120	240



**Functional Activity**

This area provides space for general library storage. It will store furniture and equipment which is waiting to be repaired or to be placed into service, bulk paper and supplies shipments, seasonal displays such as Christmas ornaments. There may also be storage cages with additional room available for stacking boxes, furniture and equipment in transition that will segment the storage by library department.

**Future Flexibility & Expandability**

It is not anticipated that this area would change purpose or require expansion.

**Security & Supervision**

This area should have a set of double doors (or extra wide single door) for bringing bulky equipment in and out of the room and a lock on the doors will control access.

**Spatial Relationships**

This area should be close to the shipping and receiving area and the loading dock and in the proximity of the custodial workroom.

**CLOSE:**

Loading Dock  
Shipping & Receiving

**Acoustics**

This area will on occasion be a noisy area when equipment is being loaded and unloaded, but usually is very quiet. The sound generated in this area must be dampened and not permitted to disturb any nearby library public service spaces.

**Space Finishes**

This area will be industrial in nature.

**CEILING:**

Exposed structure

**WALLS:**

Concrete or glazed and textured CMU, or unpainted sheet rock

**FLOOR:**

Sealed Concrete

**Illumination**

Interior lighting will be industrial strength fixtures that deliver a minimum of 30 foot candles at floor level.

**HVAC**

This space will generally be a low temperature and humidity space. An individual thermostat may be desirable in order to maintain this setting.

**Signage**

A sign on the door that says: "General Storage - Staff Only".

**ADA (Disability Requirements)**

Storage rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.



## Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<b><u>Special Purpose</u></b>			
Shelving, Industrial	13	15	195
Storage Cabinet	3	18	54
Storage Cage	6	100	600
Supply Cabinet	13	18	234



**Functional Activity**

The loading dock is where the library will receive shipments of furniture and equipment, books and supplies, mail and other materials from commercial vehicles. This area will essentially be outside of the library, but it should have a roof overhead so that loading and unloading can be done during inclement weather. Doors and corridors should be large enough to allow equipment to be moved from place to place throughout the entire library.

A drive-up book drop will be located close to the loading dock and freight elevator in the parking garage. The requirements for the main floor book drop should be duplicated in this area.

**Future Flexibility & Expandability**

It is not anticipated that this area would change in the future.

**Security & Supervision**

Doors and pull-down door will need to be alarmed. Both of these doors need to be as vandal proof as possible.

**Spatial Relationships**

The loading dock must be adjacent to the drive-up book drop. It will be located in the underground parking area.

**CLOSE:**

Shipping & Receiving

**PROXIMITY:**

General Library Storage Room  
Friends' Workroom & Storage  
Mechanical Equipment Room

**AWAY:**

Most All Public Service Areas

**Acoustics**

This will tend to be a very noisy environment. The sound generated in this area must be dampened and not permitted to disturb any nearby library spaces.

**Space Finishes**

This area will be industrial in nature.

**CEILING:**

Exposed structure

**WALLS:**

Painted Concrete or glazed and textured CMU w/ corner guards

**FLOOR:**

Sealed Concrete

**Illumination**

The exterior will need to be well-lit to assist in theft/vandalism prevention. Interior lighting will be industrial strength fixtures which deliver a minimum of 30 foot candles at floor level.

**HVAC**

Since the loading dock doors will be opening frequently, the portion of this space which is inside (if any) will need a quick recover heating and/or cooling unit in order to keep the temperature at the desired level. Do NOT locate any air intake vents near this area because of exhaust fumes.

**Signage**

Required signage includes a permanent identification sign ("Loading Dock" or "Staff Only") wall-mounted on the latch side of the door. Additional signage requirement may include an



exterior sign "No Parking -- Service and Delivery Vehicles Only."

#### **ADA (Disability Requirements)**

Loading area must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

#### **Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	SQFT	SQFT





**Functional Activity**

This room is for the placement of mechanical equipment to operate the library's HVAC system. A library of this size should utilize a central plant design instead of roof top units to improve energy efficiency. Also the operating cost would be greatly reduced.

**Future Flexibility & Expandability**

It is not anticipated that these areas would change purpose or require expansion unless an expansion was built on to the building, and then additional mechanical rooms would be needed.

**Security & Supervision**

This room should have a set of double doors (or extra wide single door) for bringing bulky equipment in and out of the room and a lock on the doors will control access.

**Spatial Relationships**

This room needs to be in the proximity of the loading dock.

**PROXIMITY:**

Loading Dock

**Acoustics**

The sound of mechanical equipment must be dampened so that the noise generated from this room does not disturb staff or public areas of the library.

**Space Finishes**

This area will industrial in nature.

**CEILING:**

Exposed structure

**WALLS:**

Latex paint over sealed concrete or block.

**FLOOR:**

Concrete with drain

**Illumination**

Interior lighting will be industrial strength fixtures which deliver a minimum of 30 foot candles at floor level.

**Fenestration**

Windows are not desired.

**HVAC**

Ventilation of the mechanical equipment is crucial in the efforts to limit interior pollution.

**Signage**

A sign on the door that says: "Mechanical Equipment Room - Staff Only".

**ADA (Disability Requirements)**

Mechanical rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.



## Furniture and Equipment

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	SQFT	SQFT



**Functional Activity**

These facilities will be the public rest rooms for the areas around the periodical and AV collection. There should be one main bank of rest rooms that are easy for the public to find.

**Occupancy**

MEN'S: 6

WOMEN'S: 6

**Future Flexibility & Expandability**

This space requires minimal or no flexibility.

**Security & Supervision**

The staff at the circulation desk will supervise the rest rooms and should be able to see the entrance to the rest rooms. All rest rooms will have locks on them, so they can be locked at night by staff before closing the building, however, anyone inadvertently left inside should be able to exit the rest room.

**Spatial Relationships**

The entrance to the rest rooms should be visible from the circulation desk.

**ADJACENT:**

New Book Display  
Audio-Visual Collection & Seating  
Current Magazine and Newspaper Display and Seating Area

**CLOSE:**

Public Entrance & Lobby  
Friend's Bookstore & Coffee Bar  
Circulation Desk

**Acoustics**

Blowers must be adequately sound-dampened from adjacent spaces. All reasonable acoustic dampening is appropriate for this area.

**Space Finishes**

Floor finishes must be of high durability, slip resistant and as maintenance free as possible. Wall finishes, fixtures, stalls and counters should be highly durable, graffiti-resistant and easy to clean.

**CEILING:**

Water resistant gypsum board with epoxy paint

**WALLS:**

Glazed Ceramic Tile with dark grout.

**FLOOR:**

Unglazed Ceramic Tile

**STALLS:**

Stainless steel or equivalent

**FIXTURES:**

Sinks: Self-activated

Commodore: Self-activated, wall hung

**Illumination**

Bright lights to give rest room the appearance of being clean and safe.

**Fenestration**

No windows are necessary or desired.

**HVAC**

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort



and protect health, with a minimum of 12 air exchanges per hour.

### Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle  $\frac{1}{4}$ " thick with edges 12" long pointing upward), Women's (12" diameter circle  $\frac{1}{4}$ " thick), or Unisex facilities (12" diameter circle with  $\frac{1}{4}$ " thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be  $\frac{1}{32}$ " raised uppercase sans serif type accompanied by Grade II Braille.

### ADA (Disability Requirements)

Accessible sanitary facilities must be provided.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of  $1\frac{1}{2}$ " per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed  $\frac{1}{2}$ " in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

### Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<b>Special Purpose</b>			
Commode	9	0	0
Diaper Changing Counter	2	0	0
Mirror	2	0	0
Paper Towel Dispenser	2	0	0



## Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Sink And Counter	6	0	0
Soap Dispenser	2	0	0
Stall	9	0	0
Urinal	3	0	0



## Recycling & Waste Disposal Storage

120 SqFt

### Functional Activity

This room stores all waste disposals from library and await to be collected by waste disposal companies.

### Future Flexibility & Expandability

This room will not change its use, size and location.

### Security & Supervision

This area should be locked at all time except for schedule pick-up from waste disposal companies.

### Spatial Relationships

This space should be adjacent to major vehicular traffic.

### Space Finishes

#### CEILING:

Exposed structure

#### WALL:

Paint

#### FLOOR:

Sealed concrete

### Illumination

Provide industrial interior lighting that deliver a minimum of 30 foot candles at floor level.

### Signage

A sign on the door that says: "Recycling & Waste Disposal Storage - Authorized Personnel Only"

### ADA (Disability Requirements)

This area must be accessible by a minimum of 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

### Furniture and Equipment

Description of Furniture & Equipment Units	UNIT	UNIT	EXTENDED
	QTY	SQFT	SQFT

### Special Purpose

Recycle Bin	8	15	120
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**Functional Activity**

This area provides space for the delivery of library books and materials from library vendors as well as furniture and equipment to assist with the operation of the library. Deliveries of library books and materials to homebound patrons will also be made through this area. This area should be able to be locked off from the rest of the library so that deliveries can be made to the library after hours via access to the loading dock and receiving areas only.

**Occupancy**

STAFF WORKROOM WORKSTATIONS: 2

**Future Flexibility & Expandability**

It is not anticipated that this area would change purpose or require expansion in the future.

**Security & Supervision**

Doors will need to be alarmed. A lock on the door controls entry to this space.

**Spatial Relationships**

Adjacent to the loading dock and mail room, close to the Friend's book storage and general library storage and in the proximity of the technical services workroom as well as the computer room.

**ADJACENT:**

Information Technology Department

**CLOSE:**

Loading Dock or Service Elevator  
Friend's Book Storage & Workroom  
General Library Storage Room  
Pages Work Area

**Acoustics**

This will tend to be a very noisy environment. The sound generated in this area must be dampened and not permitted to disturb any nearby library spaces.

**Space Finishes**

This area will be industrial in nature.

**CEILING:**

Exposed structure

**WALLS:**

Painted Concrete or glazed and textured CMU w/ corner guards

**FLOOR:**

Sealed Concrete

**Illumination**

Interior lighting will be industrial strength non-glare fixtures which deliver a minimum of 30 foot candles at counter level.

**Fenestration**

Windows would be an amenity.

**HVAC**

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

**Data Communications**

One standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 6' on the work counter.



One standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position mounted at 15" above the finished floor.

#### **Signage**

A sign on each door leading to this space which says: "Shipping & Receiving"

#### **ADA (Disability Requirements)**

This area must be accessible by a minimum of 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

### **Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<b><u>Special Purpose</u></b>			
Bulletin Board	1	0	0
Hand Truck	1	4	4
Ladder, Step	1	2	2
Mailbox	1	0	0
Postage Meter/Scale	1	0	0
Shelving, Industrial	15	15	225
Wrapping Paper Dispenser, Counter Top	1	0	0
<b><u>Staff Workspace</u></b>			
Chair, Task	2	0	0
Stool	1	0	0
Workstation, Inter-Branch Sorting Counter	1	50	50
Workstation, Shipping & Receiving Counter	1	70	70





**Functional Activity**

This room is where all of the data processing and telecommunications equipment will be housed to support the library's electronic capabilities. All data and telephone lines will originate here.

**Future Flexibility & Expandability**

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded since computer systems are getting smaller, not larger.

**Security & Supervision**

This is a high security area. Only a few authorized staff should have access to this room. Access to the room is controlled by a changeable numerical code sequence system. Provide a security alarm if an unauthorized entry is attempted. This room will need a specialized fire protection system to protect the equipment from water damage as well as a smoke detector.

**Spatial Relationships**

Given that all areas of the library must be wired from this room, all efforts should be made to locate this area centrally so that, if possible, data lines don't exceed 300 feet.

**PROXIMITY:**

Information Technology Department-City of Fontana

**Acoustics**

Given the prevalence of noisy printers and humming of computers, more than standard acoustic dampening strategies should be employed.

**Space Finishes**

This is not a public area and will be industrial quality since it is primarily an equipment room.

**CEILING:**

Acoustical

**WALLS:**

Paint w/ 1/2 Glass on interior

**FLOOR:**

Vinyl (Static resistant flooring)

**Illumination**

The light level should average at least 30 foot candles minimum with 40 foot candles preferred over work surfaces. Because of the large number of computer screens in this room, and the long periods of use, the lighting should be dimmable so that the computer technicians can closely control the light level.

**Penetration**

No windows.

**HVAC**

Individually-controlled thermostat just for this room is essential since the temperature and humidity control for this area is critical (determine from computer vendor's specifications). This room should have a very good air filtration system to keep it as dust free as possible. A backup heating and cooling system is strongly recommended so that the computer system doesn't have to be taken off line when the regular HVAC system is down for repairs.

**Telephone Communications**

Dedicated UPS for telephone equipment. Building on backup generator.

**Signage**

Sign on the door that says: "Computer Room - Staff Only"



**ADA (Disability Requirements)**

This room must be accessible by a minimum of 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

**Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
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**Technology**

Rack, Computer / Communications Equipment	3	30	90
Telecommunications Backboard	2	28	56
Telecommunications Equipment/Hub / Multiplexer	1	0	0
Telephone Handset	1	0	0
Uninterruptable Power Supply (UPS), Multiple Devices	2	0	0



**FUNCTIONAL ACTIVITY**

The primary function of this division is to provide a formal entrance and lobby for the library building as well as access to ancillary services such as the Friend's bookstore & coffee bar, display and exhibits space, the public meeting rooms and the main public rest rooms for the facility. The lobby will provide space for library patrons to easily enter and exit the library, but will also provide space for receptions outside of the meeting room where refreshments can be served.

**SPATIAL RELATIONSHIPS**

The Library Entrance division is essentially a "pass through" space which patrons will use when visiting both the library proper as well as the public meeting rooms. As such, it should be located centrally between the library proper and the public meeting room division to allow access to both in a convenient and efficient manner. The Library Entrance division must be able to be locked off and separated from the library proper so that the meeting rooms and ancillary services can be accessed separately and utilized when the library is closed.

**ADJACENT:**

Circulation Services  
Public Meeting Rooms

**CLOSE:**

Audio-Visual Library  
Browsing  
Children's Library

**AWAY:**

General Building Services

<b>DIVISION SPACE SUMMARY</b>		<b>SQFT</b>
Friends' Bookstore		422
Friend's Coffee Bar		649
Public Entrance & Lobby		530
Security Desk		70
<b>TOTAL:</b>		<b>1,671</b>



**Functional Activity**

The Friends' Bookstore will be operated by volunteers from the Friends of the Library. Library patrons and visitors to the Public Meeting Rooms will be able to stop in and browse through the store and make purchases or sit and enjoy a cup of coffee. The revenues from the store will go toward financing the operation of the library. Books and materials in the store will be marketed with display shelving that should be attractive with an emphasis on browsing and eye-catching appeal.

**Occupancy**

PUBLIC SERVICE DESK WORKSTATIONS: 1

**Future Flexibility & Expandability**

This space will probably never need to be expanded in the future, but it will need to be reasonably flexible since the availability of the Friends' volunteers can change. If under utilized in the future, this room should be able to be converted to another meeting room, training room, or study/tutoring room.

**Security & Supervision**

This space should be able to be secured separately from the library to allow for use after hours when the library is closed, but when meetings are taking place in the building. Display cases should be lockable. Layout must balance control of merchandise with display in order to attract customers while diminishing theft. The volunteer workers in the store will supervise this space.

**Spatial Relationships**

The Friends' Bookstore must be adjacent to the Public Entrance and Lobby and highly visible as people enter and exit the library. An adjacency to the Friends' Workroom would help volunteers moving book trucks and boxes as they replenish the bookstore stock.

**ADJACENT:**

Public Entrance & Lobby  
Friends' Book Storage & Workroom  
Firend's Coffee Bar

**Acoustics**

This space should be acoustically buffered from the library. The Bookstore will be part of the noisy inner lobby area. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

**Space Finishes**

Since this area is located at the inner lobby of the library, it must be very attractive and uncluttered. The retail nature of the space should be emphasized through the use of merchandise display techniques. The floor finishes must be stain resistant, dirt repellant, durable and low maintenance since this will be a relatively high traffic area. Wall finishes should be mark resistant, attractive, durable and easy to clean.

**CEILING:**

Acoustical tile

**WALLS:**

Vinyl, Sisal or Fabric wall covering; Tackable surfaces; Vinyl or carpet cove base; Chair rail; Wall-mounted retailing display units

**FLOOR:**

Anti-static carpet tile, unfinished quarry tile, vinyl tile, or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl tile or unglazed ceramic tile at food preparation area

**Illumination**

Specialized accent lighting of 40 to 50 foot candles at the bookstore entrance, counter tops,



and all product display units including shelving. Light should be provided within in-wall glass display cases. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

#### **Fenestration**

Windows are not required but an exterior display window for the promotion of merchandise with access through the Friends' Bookstore would be an asset.

#### **HVAC**

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Area requires individual thermostat with lockable cover.

#### **Electrical**

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for a side reach access, with a minimum of 30" wide x 48" deep clear floor space.

#### **Data Communications**

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main checkout (point of sale) location; and one duplex data only outlet (two data) at each table location around the perimeter wall for laptop use, with associated power consisting of one duplex power receptacle for every one duplex data outlet provided.

#### **Telephone Communications**

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main checkout (point of sale) location; and one duplex data only outlet (two data) at each table location around the perimeter wall for laptop use, with associated power consisting of one duplex power receptacle for every one duplex data outlet provided.

#### **Signage**

Required signage includes a major area directional and identification sign which can be seen from the lobby. This directional sign ("Friends' Bookstore") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Friends' Bookstore") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

#### **ADA (Disability Requirements)**

The Friends' Bookstore must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

If network access is available at the café tables for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to a volunteer's duties, (e.g., washing dishes), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x



48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and the hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

## **Furniture and Equipment**

<b>Description of Furniture &amp; Equipment Units</b>	<b>UNIT QTY</b>	<b>UNIT SQFT</b>	<b>EXTENDED SQFT</b>
<b><u>Reader's Seats</u></b>			
Chair, Task	1	15	15
<b><u>Special Purpose</u></b>			
Case, Merchandise Display	5	35	175
Cash Register	1	0	0
Desk, Friend's	2	20	40
Queing Area	4	6	24
<b><u>Staff Workspace</u></b>			
Shelving, SF 84"H Steel W/ 6 Shelves	14	12	168
<b><u>Technology</u></b>			
Computer, Staff Desktop	1	0	0
Printer, Ink-Jet (B&W)	1	0	0



**Functional Activity**

The Friend's Coffee Bar will be operated by volunteers from the library's Friend's group. Library patrons and visitors to the public meeting rooms, homework center, literacy center, career center and library will be able to stop in and make purchases. The revenues from the Friend's Coffee Bar will go toward financing the operation of the library. Coffee, beverages, and snacks should emphasize walk-by appeal.

**Occupancy**

CAFÉ SEATS: 18

PUBLIC SERVICE WORKSTATIONS: 1

**Future Flexibility & Expandability**

This space will probably never need to be expanded in the future, but it will need to be reasonably flexible since the existence and/or fervor of the Friends volunteers can wax and wane. If unused in the future, this space should be able to provide additional area for occasional receptions or to be incorporated into the homework center.

**Security & Supervision**

This space should be able to be secured separately from the library proper to allow for use after hours when the library is closed but the homework center, literacy center, career center and public meeting rooms are open. The volunteers located at a work area in the coffee bar will supervise this space.

**Spatial Relationships**

The Friend's Coffee Bar must be adjacent to the Public Entrance and Lobby and highly visible as people enter and exit the library.

**ADJACENT:**

Friend's Bookstore  
Public Entrance & Lobby  
F.T.L.C. - Family Training & Learning Center

**CLOSE:**

Auditorium  
Conference Room  
Meeting Room

**Acoustics**

The space should be acoustically buffered from the library proper. The coffee bar will be part of the noisy entrance area because of conversations between patrons and volunteers, however an attempt should be made to cloister this area somewhat from the lobby so that patrons can enjoy in relative peace.

**Space Finishes**

Since this area is located at the main entrance of the library, it must be very attractive and uncluttered. The retail nature of the space should be emphasized through the use of merchandise display techniques. The floor finishes must be stain resistant, dirt repellant, durable and low maintenance since this will be a relatively high traffic area and food and drinks may be served. Wall finishes should be mark resistant, attractive, durable and easy to clean.

**CEILING:**

Acoustical tile

**WALLS:**

Vinyl, Sisal or Fabric wall covering; Tackable surfaces; Vinyl or carpet cove base; Chair rail; Wall-mounted retailing display units

**FLOOR:**

Anti-static carpet tile, unfinished quarry tile, vinyl tile, or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad)



permitted); Vinyl tile or unglazed ceramic tile at food preparation area

#### **Illumination**

Specialized accent lighting of 40 to 50 foot candles at the counter tops, and all product display units. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

#### **Fenestration**

Windows to the exterior outdoor deck are required and a visible sight line is required from the serving work area to the outdoor café tables.

#### **HVAC**

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the café.

#### **Electrical**

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for a side reach access, with a minimum of 30" wide x 48" deep clear floor space.

#### **Data Communications**

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main checkout (point of sale) location; and one duplex data only outlet (two data) at each table location around the perimeter wall for laptop use, with associated power consisting of one duplex power receptacle for every one duplex data outlet provided.

#### **Telephone Communications**

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main checkout (point of sale) location; and one duplex data only outlet (two data) at each table location around the perimeter wall for laptop use, with associated power consisting of one duplex power receptacle for every one duplex data outlet provided.

#### **Signage**

Required signage includes a major area directional and identification sign which can be seen from the lobby. This directional sign ("Friends' Coffee Bar") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Friends' Coffee Bar") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. Other signage should include changeable information signs including hours of operation and restriction signs (e.g., "No Smoking").

#### **ADA (Disability Requirements)**

The Friends' Coffee Bar must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

If network access is available at the café tables for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.





At least 5% or a minimum of one of each element of fixed seating, tables, computer stations, etc. in each area is accessible to persons with disabilities. Provide 36" (minimum) long x 34" (maximum) high counter surface.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to a volunteer's duties, (e.g., washing dishes), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and the hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

## **Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<b><u>Meeting Rooms</u></b>			
Chair, Café	18	0	0
Table, Café	2	60	120
<b><u>Reader's Seats</u></b>			
Table, Café	5	10	50
<b><u>Special Purpose</u></b>			
Cappuccino Machine	1	0	0
Case, Merchandise Display	1	35	35
Cash Register	1	0	0
Coffee Bar Cart	1	100	100
Coffee Maker/Urn	1	0	0
Coffee Thermos	4	0	0
Cold Drink Dispenser	1	0	0
Cutting Board, Kitchen	1	0	0
Dishwasher	1	12	12
Garbage Bin, Interior	1	15	15
Hot Water Urn	1	0	0
Refrigerator	1	20	20
Safe, Floor	1	0	0
Sign, Announcement	1	0	0
Sink	1	18	18
Soap Dispenser	1	0	0
Storage Cabinet	2	18	36
Stove Top, Electric	1	15	15
Supply Cabinet	1	18	18



## **Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
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### **Staff Workspace**

Cabinets, Below Counter	15	0	0
Restroom	1	80	80
Workstation, Coffee Shop Counter	2	0	0
Workstation, Coffee Shop Service Counter	1	75	75
Workstation, Food Preparation Counter	1	55	55

### **Technology**

Computer, Staff Desktop	1	0	0
Printer, Receipt	1	0	0



**Functional Activity**

This space provides access to the library as well as its ancillary services. The entrance should consist of a double set of automatic sliding doors for patron convenience, but set far enough apart to create a weather vestibule. The lobby should be an inviting space that welcomes the public to the library and the meeting room complex. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flows should combine to make this area the architectural focal point of the building. The lobby should be inviting, spacious, beautiful as well as capable of handling significant traffic flows. It should also permit receptions with refreshments.

**Future Flexibility & Expandability**

This space will probably never need to be expanded in the future, but it will need to be reasonably flexible since it will double as a display area for exhibits. This space will also provide space for occasional large receptions.

**Security & Supervision**

The lobby should be able to be secured not only from the outside of the building, but also from the library proper itself to allow for the use of the public meeting room complex after hours when the library proper is closed. Much of the lobby should be able to be supervised by the staff at the circulation desk. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the library building. Also provide unauthorized entry detection and alarm system main locator panel in this space.

**Spatial Relationships**

The public entrance and lobby is the focal point and primary access conduit to all parts of the library building including the library proper and all ancillary services. Access to the meeting rooms as well as the library proper should be off the lobby.

**ADJACENT:**

Circulation Desk  
Friend's Bookstore  
Friend's Coffee Bar  
Public Meeting Rooms

**CLOSE:**

AV Collection & Seating  
Children's Library Entrance  
New Book Display

**AWAY:**

Loading Dock

**Acoustics**

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library proper. This space should act like a sound "vestibule" between the entrance to the library and the library proper.

**Space Finishes**

Since this is the main entrance of the library and the first space that the public will see, it must be very attractive and business-like, and it must look that way in twenty years as well as the day the building opens. The floor finishes must be of high durability, slip resistant and as maintenance free as possible. The front entrance should be on the same level as the exterior sidewalk to avoid a barrier for the physically challenged. Wall finishes should be highly durable and easy to clean as well.

**CEILING:**

Acoustical

**WALLS:**

Highly durable: Sisal or vinyl with marble or granite wainscoting.



## **FLOOR:**

Glazed quarry tile 8" by 8" with non-slip matte finish or similar

## **Illumination**

General lighting at 30 to 40 foot candles with specialized accent lighting at 50 foot candles at the entrance and in the lobby on any directories or display walls. Light should be provided within in-wall glass display cases.

## **Fenestration**

There should be glass either in the front doors and/or around them to provide for a view to the outside of the library from this space as well as other staffed areas. This is an area that is particularly well suited to the use of skylights and/or clerestories for additional natural light.

## **Signage**

Provide a lighted and easily changeable sign visible at the entrance that shows the library's hours as well as saying either "Open" or "Closed." Provide a sign at the entrance to the building that says: "This is a No Smoking Building." Provide a sign leading from the lobby into the library proper which says: "No Food or Drink." Also provide a changeable events signboard which can display the daily activities for the library. Provide a sign that says "Book Return" on any book drop slots located within the lobby.

## **ADA (Disability Requirements)**

The Public Entrance and Lobby will be accessible by means of a 36" minimum aisle and at least one 36" wide door, which has a minimum clearance of 32". Revolving doors cannot be the only entrance to the facility. If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 ½ pounds of pressure to operate. Automatic or power-assist option doors are recommended for the primary entrance. Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

Provide minimum width of 36" for stairway width if occupant load is less than 49; minimum width of 44" if occupant load is more than 50. Intermediate handrails shall be provided if stair width is greater than 88".

Handrails are required on both sides of stairways and shall be able to withstand a minimum structural strength to support a 250 lb point load. They are 34" to 38" above the nosing of the treads. They extend a minimum of 12" parallel with the floor surface beyond the top nosing and extend a minimum of tread width plus 12" beyond the bottom nosing before they are returned. Ends of handrails are rounded or returned smoothly to wall or post or floor to prevent a hazard encounter. If stairs are continuous from landing to landing, the inner rails that double back to turn need to be continuous. When handrail projects from a wall, the clearance is 1-1/2". Diameter or cross-sectional width of handgrip portion is between 1-1/4" to 1-1/2".

Provide contrasting color and slip resistant strips. The strips for upper approach and all treads of exterior stairs are 2" wide minimum and 1" maximum away from the tread noses and landing. Strips for upper approach and the lower tread of interior stairs are 2" wide minimum and 1" maximum from the tread nose or landing.

### **Tread, Nosing, and Risers**

All tread surfaces shall be slip resistant and are 11" deep minimum measured from riser to riser. Nosing cannot project more than 1-1/2" past the face of riser below. All risers shall be closed. They are not less than 4" or greater than 7" high. In any one flight of stairs, all steps have to have a uniform riser height and tread width.

Provide and integrate both visual and audible alarms for emergency warning systems. Visual alarm lamp is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light is 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in



the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But should levels for alarm signals shall not exceed 12 db.

Passenger elevators are located near major path of travel and are accessible at all times the building is occupied. All car platforms are 54" deep minimum. Provide 68" wide minimum of car platform for off-center door panel elevators and 80" wide minimum for on-center door panel elevators. When fully opened, the doorway is 36" wide clear minimum. Only side-slide type of doors is allowed, and it shall operate automatically and shall have an automatic reopening device. This device allows the door reopens when objects pass through the opening at heights between 5" and 29" from the floor without contact. All elevator doors remain open for at least 5 seconds after initial activation and 20 seconds minimum for automatic reopening device. Elevator is self-leveling to within 1/2" of the floor landing. The clearance between the car platform sill and the edge of the hoistway landing is no greater than 1-1/4". Elevator floor buttons are mounted 48" high maximum for front reach ones and 54" high maximum for side reach ones. Emergency controls are a minimum of 35" from the floor and emergency communication device a maximum of 48" from the door. Emergency communication device does not require voice communication. Provide visual and audible signals indicating the position of the car on or between floors. The indication is positioned above the car control panel or over the door. Provide at least one handrail on one wall of elevator cars.

Provide visual signal of 2-1/2" x 2-1/2" hall lanterns and shall be visible from call button. Centerline of hall lanterns is 72" high above finish floor. Visual signals shall indicate each direction. Audible signal sounds are once for up direction and twice for down direction. Identify the floor by signs mounted 60" above floor with both raised Arabic numerals and Braille symbols at elevator door jambs (on both sides) at each floor landing.

Provide at least one drinking fountain for individuals who use wheelchairs and one accessible to those who have difficulty bending or stooping. If a drinking fountain is located in an alcove, the alcove is not less than 32" wide x 18" deep. Depth of fountains is 18" minimum. Clear and unobstructed knee spaces under fountains are 27" high x 8" deep. Provide 9" high x 17" deep toe clearance under fountains. Bubbler outlet is 36" high maximum from floor for people on wheelchairs. Side approach fountains are not allowed.

Provide 30" x 48" minimum clear and level floor space for forward or parallel approach. Highest operable part of forward read telephones is 48" high maximum above finish floor; 54" maximum for side reach telephones. Provide at least one in each location that is equipped with a volume control for hearing aid. The phone shall be identified by a sign containing a depiction of a telephone handset with radiating sound waves. Volume control is capable of a minimum of 12 db and maximum of 18 db adjustment above normal are provided. Handset core is 29" long minimum.

## Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<b>Special Purpose</b>			
Art Work	1	0	0
Case, In-Wall Display	5	10	50
Directory	1	0	0
Drinking Fountain	2	0	0
Plaque, Dedication	2	0	0
Queing Area	80	6	480
Sign, Announcement	1	0	0



## Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<b>Technology</b>			
Telephones, Public Pay (2 Heights)	1	0	0



**Functional Activity**

The security desk is the first public service point that the public will see when entering and leaving the library.

**Occupancy**

PUBLIC SERVICE DESK WORKSTATIONS: 1

**Future Flexibility & Expandability**

Security desk areas are frequently remodeled and expanded when the library expands. While it is not anticipated that this will be necessary any time soon, sufficient flexibility should be provided to allow inexpensive remodeling if it becomes necessary in the future.

**Security & Supervision**

The staff at the security desk supervises most of the areas just inside the entrance from the lobby. Quick and easy access to patrons exiting after setting off the security gate alarms is important.

**Spatial Relationships**

The security desk must be adjacent to the public entrance and lobby as well as the main circulation path in and out of the library, but just off to one side so as not to interfere with the flow of people coming and going from the library. The library staff at the circulation desk should have good visual supervision of the security system gates and be able to access the gates and lobby relatively quickly if necessary.

This circulation desk should be adjacent to the circulation workroom and office, close to the book drop and sorting area-1. The circulation desk should also be close to the AV collections and new book display as well as the children's entrance.

Finally, when approaching the security desk, patrons should reach the self check-out stations.

**ADJACENT:**

Public Entrance & Lobby  
Information Desk  
Circulation Work Area (1)

**CLOSE:**

Circulation Workroom  
AV Collection & Seating  
Book Drop  
Children's Library Entrance  
New Book Display

**PROXIMITY:**

Public Rest Rooms

**AWAY:**

Loading Dock  
Shipping & Receiving  
Staff Entrance

**Acoustics**

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library.

**Space Finishes**

The finishes in this area present a special problem because they will receive a very high degree of wear and tear, and because they need to look very good for the entire life of the building. The floor finish should either be a non-slip hard surface which is highly durable, or a high quality carpet square which can be changed frequently. Any wall or casework



surfaces should be highly resistant to defacement as well as be easy to clean. All work surfaces should be attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to staff and patrons alike. All walls in this area need corner guards.

**CEILING:**

Acoustical

**WALLS:**

Vinyl, Sisal or Fabric wall covering.

**FLOOR:**

Carpet tile, stone or quarry tile

**Illumination**

On average, there should be a minimum of 40 to 50 foot candles of light in the space with preferably 70 foot candles delivered to work surfaces. The circulation desk should be "highlighted" in order to help patrons find this service area. Any signage should be illuminated as well for greater visibility. Lights in this area must not create a heat build up for the staff who spend a lot of time at their workstations. Further, extra special care must be taken to make sure there will be no glare on VDT screens here since staff work with these screens intensively over a long period of time each day. The master control for all lights for the library should be located here under staff control.

**Fenestration**

Natural light is not required, but is desirable to provide a more pleasant psychological setting, however care must be taken not to create glare in the computer screens present in this space or in the eyes of staff working at the desk for long periods of time.

**HVAC**

Make certain that HVAC vents are not blowing hot or cold air directly on the staff at the various checkout stations. Provide a key lock controlled thermostat in this area.

**Data Communications**

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

**Signage**

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby and Library Entrance. This directional sign ("Security Desk" or "Customer Service") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height.

**ADA (Disability Requirements)**

The security desk will be accessible by means of a 36" minimum aisle. It shall contain at least one accessible counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36".

**Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	UNIT EXTENDED SQFT
<b>Reader's Seats</b>			
Chair, Task	1	15	15
<b>Staff Workspace</b>			
Desk, Security	1	55	55





## Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
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### Technology

Computer, Staff Desktop

1      0      0



**FUNCTIONAL ACTIVITY**

The primary function of this division is to provide housing for, and access to, the library's special collections such as books by local authors, local historical materials, and the genealogy collection. These materials are not to be checked out of the library. Some of the more irreplaceable items are locked within cases and librarians must hand-deliver the materials to the patron.

**SPATIAL RELATIONSHIPS**

The only relationship for this division is that it should be close to the Reference Services.

CLOSE:

Reference Services

This Division implements the following goals:

- 1) "The Fontana Community will benefit from a dynamic Library that encourages and develops a sense of community and recognizes it's cultural and historical heritage."

<b>DIVISION SPACE SUMMARY</b>		<b>SQFT</b>
Local History Collection & Seating		402
<b>TOTAL:</b>		<b>402</b>



**Functional Activity**

There are library patrons in the community who have a special interest in this area. They may have a special interest in local culture and history, or they may be senior citizens simply looking for a quiet place to read. Generally, the special collection room should be removed from the more noisy areas of the library. Some of the books in this collection will be housed in locked book display cases that will require the assistance of a reference librarian to access.

**Occupancy**

READER SEATS: 8

TECHNOLOGY WORKSTATIONS: 1

**Future Flexibility & Expandability**

It is unlikely that this space will need to be expanded very much in the future, but the possibility should be kept open.

**Security & Supervision**

Reference staff at the desk, office and workroom will supervise this area. The display cases must be constructed in a manner so as to protect the historical collections within if the sprinkler system in this room is activated (water damage to these materials is as adverse in some cases as fire).

**Spatial Relationships**

The Local History Collections should be in a more remote area of the library, but reasonably close to the Reference Desk and preferably visible from the Reference Desk so that staff can help supervise the area.

CLOSE:

Reference Desk

**Acoustics**

Standard collection area acoustics. This area should be a separate room and must be kept quieter than the rest of the library. Patrons researching local history will want quiet for concentration and study. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to lessen the external noise which enters this room.

**Space Finishes**

The floor finishes must be of high durability, attractive and as maintenance free as possible since they will receive moderately heavy traffic.

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Carpet or Carpet Tile

**Illumination**

The use of lighting inside the book cases should be explored and implemented if practical and cost effective, otherwise provide 30 foot candles vertically at 30" above the floor at the display cases. Make certain that the lighting is even in the display case from one end of a range to the other as well as from the top of the case to the bottom as much as possible. Provide non-glare and shadowless light for an even distribution of light to make reading book spines and books easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Ultra-violet light must be filtered from all light sources, artificial or natural to prevent the destruction of the historical collections.

**Fenestration**

Natural light in this room is desirable.

#### **HVAC**

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers.

#### **Telephone Communications**

The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

#### **Signage**

An overhead sign that says: "Local History Collection."

Required signage includes a well-lighted area directional and identification sign which can be seen from the Circulation Desk, Reference Desk, or other major traffic path. This directional sign ("Local History Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height.

Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Local History Collection") must be wall-mounted on the latch side of the door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules.

Additional requirements include fire and life safety lighted exit signs, restriction signs, (e.g., "Emergency Exit Only - Alarm will Sound") changeable and permanent information signs (e.g., "Local History Materials Do Not Circulate"), and donor recognition plaques.

#### **ADA (Disability Requirements)**

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Display area shall have a minimum clear aisle width of 44". Catalogs and displays should be within accessible reach with a maximum height of 48". But the lowest usable portion of



catalogs must be located a minimum of 18" above the finish floor.

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light is 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But should levels for alarm signals shall not exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Bookshelves are located 54" high maximum above finish floor unless an attendant is available to assist individuals with disabilities.

Shelf height in open book stacks is restricted. However, attendant(s) should be provided for assistant.

## **Furniture and Equipment**

<b>Description of Furniture &amp; Equipment Units</b>	<b>UNIT QTY</b>	<b>UNIT SQFT</b>	<b>EXTENDED SQFT</b>
<b><u>Reader's Seats</u></b>			
Chair, Reader's	8	0	0
Table, Reader's	2	100	200
<b><u>Shelving</u></b>			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 1474 Local History	9	12	108
<b><u>Special Purpose</u></b>			
Case, Floor Display	2	30	60
Clock	1	0	0
Waste Basket	1	4	4
<b><u>Technology</u></b>			
Chair, Technology Workstation	1	0	0
Computer, Public Desktop	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Workstation, Technology Counter	1	30	30



**FUNCTIONAL ACTIVITY**

The primary function of this division is to provide housing for and access to the library's non-fiction book collection. The non-fiction collection is central to the library's role as a reference and resource library for the community. Library patrons usually need a great deal more assistance finding books in the non-fiction collection than they do in the fiction collection and for this reason professional staff must be relatively close by to provide assistance.

**SPATIAL RELATIONSHIPS**

The major spatial relationship for the Non-Fiction Collection is that it be very close to the Reference Services division. While using the Non-Fiction Collection, library patrons will usually consult one of the library's On-Line Public Access Catalogs (OPAC) in the Reference Services division before heading for the non-fiction collection.

One of the more common scenarios is a library patron entering the library and proceeding to the OPAC, consulting the catalog and then going to the appropriate section of the Non-Fiction Collection to find one or more books. Patrons will then either sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the library's staff to assist them during their search for information. Further, the library's staff will have frequent need to access the non-fiction collection while answering reference questions as well as taking patrons to the non-fiction collection from the reference desk to help them find books on a specific subject.

CLOSE:

Reference Services

PROXIMITY:

Fiction Collection

Young Adult Services

AWAY:

Children's Library

\*\*\*\*\* This Division implements the following goals:

- 1) " People of all ages in Fontana will have the resources and services to enhance their personal, recreational, business, career and lifelong learning goals."
- 2) "The Fontana community will have equal access to information and resources in the Library, as well as remote access from home, school, or business."
- 3) "The Fontana Community will be able to access information utilizing the most current technology within the Library or from remote locations."



<b>DIVISION SPACE SUMMARY</b>		<b>SQFT</b>
<b>Non-Fiction Collection &amp; Seating</b>		6,952
<b>TOTAL:</b>		<b>6,952</b>



**Functional Activity**

After locating books in the non-fiction book stacks, library patrons will frequently sit down at tables, carrels or in lounge chairs for fairly long periods of time to study the non-fiction books. This study usually takes a fairly high degree of concentration so it is best if the seating areas are quiet and removed, although they must be easily accessible to the aisles of the non-fiction collection. It is generally better to have the seating interspersed throughout or surrounding the non-fiction collection. It is not necessary or even desirable to have all of the seating together in one large "reading room."

While in the non-fiction book stacks, patrons may wish to continue to consult the library's catalog several times without having to walk all the way back to the OPAC cluster. Therefore it is important to have strategically located OPACs in the non-fiction collection, which are always relatively close to a patron regardless of where they are located in the non-fiction book stacks. These OPACs should be highly visible to patrons entering the non-fiction collection so they know they are there and they should be relatively close to patrons seated at tables and carrels so that they may refer to them as well.

**Occupancy**

READER SEATS: 18  
ADULT LOUNGE SEATS: 50  
TECHNOLOGY WORKSTATIONS: 9

**Future Flexibility & Expandability**

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal.

**Security & Supervision**

The Reference Desk staff will supervise this area. The bookstack and seating area should be laid out to optimize visual supervision of all areas of this space, however it is recognized that it will not be possible to have all areas visible to staff at the desk. Any areas not easily visually scanned by desk staff may need to be monitored by security camera or security mirrors.

**Spatial Relationships**

The Non-Fiction Collection should be close to the On-Line Public Access Catalog and the Reference Desk. Further, the Non-Fiction collection should be easily accessible and in the proximity of the Copy Center, the Reference Collection, Public Rest Rooms and the Fiction Collection & Seating. The non-fiction collection should be far away from the noise of the Children's Library.

**CLOSE:**

On-Line Public Access Catalog (OPACs)  
Reference Desk

**PROXIMITY:**

Copy Center (Reference)  
Fiction Collection & Seating  
Public Rest Rooms  
Reference Collection & Seating

**AWAY:**

Children's Entrance

**Acoustics**

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. The architect and interior designer should endeavor to buffer most of the seating areas so that patrons can escape for some quiet reading where they will not be disturbed.

**Space Finishes**



The floor finishes must be of high durability, attractive and as maintenance free as possible since they will receive fairly heavy traffic.

**CEILING:**

Acoustical

**WALLS:**

Paint

**FLOOR:**

Carpet or Carpet Tile

**Illumination**

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Make certain that the lighting is even in the bookstack from one end of a range to the other as well as from the top of the bookstack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books in the stacks easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers, etc.).

**Fenestration**

Natural light and particularly view windows near the seating is highly desirable. The library wants to encourage patrons to stay and read in a pleasant environment with a view if possible. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

**HVAC**

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers.

**Data Communications**

Provide one single data drop (jack) per seat for network enabled tables or carrels. Provide network connectivity to at least one half of the tables and carrels in this area for laptop use. The outlets can be wall-mounted at 15" above the finished floor or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

**Telephone Communications**

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward-reach at accessible locations.

**Signage**

One or more large directional signs that are visible not only from the On-Line Public Access Catalog and Reference Desk, but also the library entry that say: "Non-Fiction Collection."

**ADA (Disability Requirements)**



At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Display area shall have a minimum clear aisle width of 44". Catalogs and displays should be within accessible reach with a maximum height of 48". But the lowest usable portion of catalogs must be located a minimum of 18" above the finish floor.

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light is 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Bookshelves are located 54" high maximum above finish floor unless an attendant is available to assist individuals with disabilities.

Shelf height in open book stacks is restricted. However, attendant(s) should be provided for assistant.

## **Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<b>Reader's Seats</b>			
Carrel, Reader's Wood	10	40	400
Chair, Lounge	50	35	1,750
Chair, Reader's	18	0	0
Table, Café	2	10	20
Table, Coffee	4	10	40
Table, Coffee	6	20	120
Table, Reader's	2	100	200

## **Shelving**

36" Aisle DF 84"H Steel Shelving W/ 12 Shelves	133	22	2,926
38020 Non-Fiction			



## **Furniture and Equipment**

<b>Description of Furniture &amp; Equipment Units</b>	<b>UNIT QTY</b>	<b>UNIT SQFT</b>	<b>EXTENDED SQFT</b>
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 4523 Spanish Language (Low Shelving)	38	12	456
36" Aisle SF 84"H Steel Shelving W/ 7 Shelves 11730 Spanish Language	70	12	840

### **Special Purpose**

Stool, Kick-Step	5	0	0
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### **Technology**

Chair, Technology Workstation Task	5	0	0
Computer, OPAC (On-Line Public Access) Desktop	2	0	0
Computer, OPAC Desktop Spanish Language	2	0	0
Computer, Public Desktop	3	0	0
Computer, Public Desktop Spanish Language	2	0	0
Printer, Ink-Jet (B&W)	1	0	0
Workstation, Technology Carrel	5	40	200



**FUNCTIONAL ACTIVITY**

The primary function of this division is to provide public access to periodicals (magazines, newspapers and other publications of a serial nature). The library's current magazines and newspapers will be housed on shelving which displays the cover of three magazines per shelf with approximately 6 months of back-issues under the slanted shelf that pulls up for access to the back issues. The remainder of the back-issue periodicals storage will be located in the reference workstation.

Space to house back-issues is being dramatically impacted by advances in electronic access technologies. In the traditional library, back-issues meant paper copies of older magazines and newspapers that were sometimes bound in hard covers. In more recent times, libraries began housing back-issues on microfilm to save space and the costs of binding. Even more recent advances are making full-text of the back-issues available on CD-ROM or directly on-line. Because the quality of this access to the graphical illustrations in the periodicals still leaves something to be desired, the library will continue to house unbound copies of selected back-issue periodicals for some time to come.

**SPATIAL RELATIONSHIPS**

In some libraries, the current magazines and newspapers are in the front of the library near the new books. While this is perfectly workable, it is equally acceptable to house the current magazines and newspapers most anywhere in the adult library as long as the public can find them relatively easily and the space is relatively quiet to allow sustained reading. Access to the reference division is important for back-issue periodicals older than the most recent 6 months. The periodicals division should also be in proximity of the circulation desk so that staff can assist patrons in their literature searches.

**ADJACENT:**

Browsing  
Audio-Visual Library

**CLOSE:**

Circulation Desk  
Back Issue Periodicals

**PROXIMITY:**

Library Entrance

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- 1) " People of all ages in Fontana will have the resources and services to enhance their personal, recreational, business, career and lifelong learning goals."
- 2) "The Fontana community will have equal access to information and resources in the Library, as well as remote access from home, school, or business."
- 3) "The Fontana Community will be able to access information utilizing the most current technology within the Library or from remote locations."



<b>DIVISION SPACE SUMMARY</b>		<b>SQFT</b>
Back Issue Periodicals		228
Current Magazine & Newspaper Display & Seating		2,000
<b>TOTAL:</b>		<b>2,228</b>



**Functional Activity**

This area provides space for back periodical storage.

**Future Flexibility & Expandability**

It is not anticipated that this area would change purpose or require expansion. In the future, it could be used for library expansion.

**Security & Supervision**

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

**Spatial Relationships**

This area should be close to the staff service elevator and in the proximity of the circulation and reference work areas.

**CLOSE:**

Circulation Work Area (1)  
Circulation Workroom  
Sorting Area (1)

**Acoustics**

This area will on occasion be a noisy area when periodicals are being loaded and unloaded, but usually is very quiet.

**Space Finishes**

This area will be spartan and industrial in nature.

**CEILING:**

Exposed structure

**WALLS:**

Concrete or glazed and textured CMU, or unpainted sheet rock

**FLOOR:**

Sealed Concrete

**Illumination**

Interior lighting will be industrial strength fixtures that deliver a minimum of 30 foot candles at floor level.

**Fenestration**

This room does not need windows.

**HVAC**

This space will generally be a low temperature and humidity space. An individual thermostat may be desirable in order to maintain this setting.

**Signage**

A sign on the door that says: "Storage/Supply - Staff Only".

**ADA (Disability Requirements)**

Back issue periodicals room must be accessible by a 36" aisle. It requires a 36" wide door with a minimum clearance of 32".

Doors are minimum of 3'-0" in width and 6'-8" in height. Clear width of the doorway is 32" minimum. All doors should open a minimum of 90 degrees. Bottom 10" of doors shall have a smooth, uninterrupted surface (glasses are not allowed) that allows doors to be opened by a wheelchair footrest without creating a trap or hazardous condition. Pressures to open interior door should be 5 pounds maximum, 8-1/2 pounds maximum for exterior doors and 15 pounds maximum for fire doors. All exit doors are operable from the inside without the use of a key or any special knowledge or effort. Opening hardware is centered between 30"



and 44" above the finish floor. Door closers must be set so that they take at least 3 seconds to close from an open position of 70 degrees to within 3" of latches. Provide panic bars at all emergency exit doors. Thresholds cannot exceed 1/2" in height.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

## **Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	SQFT	SQFT

### **Shelving**

36" Aisle SF 90"H Back Issue Newspaper Unit W/ 6 Shelves	19	12	228
5196 Back Issue Magazines			



**Functional Activity**

Library patrons will browse in this space and read recently acquired new magazines and newspapers. The space should be comfortable, non-institutional and inviting for relatively long stays or quick visits. Current magazines and newspapers will be displayed face-out on sloped shelves.

**Occupancy**

READER SEATS: 8

LOUNGE SEATS: 24

**Future Flexibility & Expandability**

This area may need to be expanded, reduced or converted to PC usage. There is a higher probability of change in this area than many others, so flexibility is an absolute requirement.

**Security & Supervision**

Staff at the circulation desk will supervise this area.

**Spatial Relationships**

The location of the current magazine and newspaper display area is quite flexible. While some patrons prefer it to be near the new books, an equal number prefer it to be somewhat more removed from the hustle and bustle of the library's popular library. This space, the 'living room' of the library, should be a relaxing and warm environment where patrons can read magazines and newspapers at their leisure. Since the materials are newest and most popular, there will be many people using them, however, the space should be somewhat cloistered and out of the way so that patrons which choose to remain in the space for a long time can do so without being unduly disturbed. Wherever it is located, it will be advantageous if the staff at the circulation desk can supervise it.

**ADJACENT:**

New Book Display  
AV Collection & Seating

**CLOSE:**

Public Entrance & Lobby  
Circulation Desk  
Back Issue Periodicals

**Acoustics**

This area is moderately noisy.

**Space Finishes**

The floor finishes must be of high durability, attractive and as maintenance free as possible since they will receive moderately heavy traffic.

**CEILING:**

Acoustical

**WALLS:**

Paint

**FLOOR:**

Carpet or Carpet Tile

**Illumination**

Provide 30 foot-candles vertically at 30" above the floor in the magazine and newspaper display units, and an average of 30 to 40 foot candles minimum (with 50 foot candles preferred) at table top level in the seating areas. Table top task lighting is acceptable and even desirable. Make certain that the lighting is even in the display units from one end of a range to the other as well as from the top of the unit to the bottom as much as possible. Provide non-glare and shadowless light for an even distribution of light to make reading magazine covers and text easy. Provide high quality, non-glare light in the seating areas for





reading newspapers and magazines as well as viewing computer screens. The use of accent lighting to highlight the magazine display units is encouraged to help draw patrons to this area as long as it is appropriate and doesn't create glare.

#### **Fenestration**

Natural light is highly desirable in this space (as long as it doesn't create glare on computer screens) since indirect ambient light is the best for reading print materials.

#### **HVAC**

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers.

#### **Electrical**

Associated power will be required consisting of one duplex power receptacle for every two data drops provided.

#### **Data Communications**

Provide one single data drop (jack) per seat for network enabled tables or carrels. Provide network connectivity to at least one half of the tables and carrels in this area for laptop use. The outlets can be wall-mounted at 15" above the finished floor or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

#### **Telephone Communications**

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

#### **Signage**

A large area sign that says: "Current Magazines & Newspapers" visible from the entrance into the library proper. Required signage includes a major area directional and identification sign which can be seen from the Lobby and Circulation Desk. This directional sign ("Current Periodicals" or "Magazine Reading Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Periodicals") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Newspapers," and "Magazines." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

#### **ADA (Disability Requirements)**



The Current Magazine and Newspaper Display and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Current periodicals must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Shelving units should be no higher than 66" inches, or three sloped display shelves, high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

## **Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<b><u>Reader's Seats</u></b>			
Chair, Lounge	24	50	1,200
Chair, Reader's	8	0	0
Table, End	2	10	20
Table, Reader's	2	150	300
<b><u>Shelving</u></b>			
36" Aisle DF 66"H Magazine Display Shelving W/ 6 Shelves 430 Current Magazines	24	18	432
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelves 35 Current Newspapers	4	12	48
<b><u>Special Purpose</u></b>			
Lamp, Table	2	0	0
<b><u>Technology</u></b>			
Computer, OPAC (On-Line Public Access) Desktop	1	0	0
Computer, OPAC Desktop Spanish Language	1	0	0



**FUNCTIONAL ACTIVITY**

The function of this division is to provide conference and meeting rooms that can be used for library programming as well as by community groups. The auditorium will provide seating and room for a podium with stage in the front. The meeting room will provide seating and room for a podium and/or instructor's station in the front. In addition the programming for adults covering various subjects, the meeting room can be used for literacy training and tutoring, as well as staff training and development. The meeting room will also be available for both public and staff instruction in Internet and computer literacy skills.

**SPATIAL RELATIONSHIPS**

The major spatial relationship of the Public Meeting Rooms division is the Library Entrance division. Since the public meeting room complex will frequently be open when the rest of the library proper is closed, access must be provided through the main lobby to the meeting and conference rooms as well as the rest rooms without compromising the library's security.

**ADJACENT:**

Library Entrance

\*\*\*\*\* This Division implements the following goals:

- 1) " People of all ages in Fontana will have the resources and services to enhance their personal, recreational, business, career and lifelong learning goals."

<b>DIVISION SPACE SUMMARY</b>	<b>SQFT</b>
Auditorium	5,490
Conference Room	455
Kitchenette	84
Meeting Room	1,265
Public Meeting Rooms Entrance & Lobby	600
Public Rest Rooms	N/A
<b>TOTAL:</b>	<b>7,894</b>



**Functional Activity**

This auditorium will provide flexible audience seating for at least 300 adults, stage seating for 12 and will be available for musical and theater productions, library programming, large community meetings, public forums, continuing education, etc. The room will have a sloped floor.

**Occupancy**

MEETING ROOM SEATS: 330 FIXED, 6 REMOVABLE, 6 WHEELCHAIRS

**Future Flexibility & Expandability**

This space is not expected to grow or have a different function. Internal flexibility, however, is required since this room will see many varied uses over the life of the building. While it is desirable to be able to divide this room into more than one room to maximize its use, this is not a requirement.

**Security & Supervision**

This area will have assigned staff who are charged with its supervision. Their tasks will not allow constant monitoring, so the auditorium will be locked and access controlled by staff.

**Spatial Relationships**

The auditorium must be adjacent to the lobby and AV, chair and table storage room, close to the public rest rooms, conference room, meeting room and kitchenette. The entrances to the auditorium should be to the back of the room so that late arrivals will not disturb a meeting already in progress.

**ADJACENT:**

AV, Chair & Table Storage Room  
Public Entrance & Lobby

**CLOSE:**

Conference Room  
Kitchenette  
Meeting Room  
Public Rest Rooms

**PROXIMITY:**

Custodial Sink & Supply Closet

**Acoustics**

Consideration should be given to enhancing performances, both instrumental and vocal, while keeping sound inside and away from rest of the building. A sound system should be built into the room that can be controlled both at the stage.

**Space Finishes**

Since this area will see many community leaders and its success will partly depend on its perceived beauty, it must appeal to a broad range of people as a high-quality space. The floor finishes must be of high durability, slip-resistant and as maintenance free as possible. Walls finishes should be attractive, durable and easy to clean.

**CEILING:**

Acoustical

**WALLS:**

Vinyl or Fabric w/ acoustical panels behind for sound absorption.

**FLOOR:**

Carpet or Carpet Tile

**Illumination**

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. All lighting must be able to be controlled at each entrance, and at the "front" of the room where speakers will be located. The meeting room's general area lights



may be controlled with regular toggle switches, but there should also be some lighting which is controlled by a rheostat so that the lamps may be dimmed down or up at the beginning and end of programs which require complete darkness. It is usually best to provide these dimmable lights as wall washers around the perimeter of the room so they can also be used to highlight artwork displayed on the walls.

#### **Fenestration**

Any windows in the room must be able to be completely blacked out through the use of mechanical screens or blinds in order to produce high quality AV presentations.

#### **HVAC**

The HVAC system for this room will be part of the overall system that will serve the public meeting room complex. This complex will be open and operational when other parts of the library proper are not and should be able to be operated independently to save energy costs. Within minutes, the meeting room's HVAC system must be able to go from accommodating 50 active children and parents to a smaller group who couldn't get another room. This area will face significant and quick changes in body heat. Care must be taken to equalize temperatures in this area. Consider a quick recovery heating and/or cooling system in this area to keep the temperature at the desired level for occupants. Thermostats for the room should be key lock controlled.

#### **AV Communications**

All AV outlets must be able to be controlled from both the front as well as the back of the room. There should be adequate outlets to support a sound projection system. There also needs to be an outlet for the ceiling mounted AV projection unit. Provide CATV/Satellite-dish outlets at the front of the room for video teleconferencing capabilities as well as distance-learning classes. The retractable ceiling mounted AV screen should be able to be controlled from the front and back of the room. Outlet for a security camera if it becomes necessary in the future.

#### **Signage**

One sign on the door that says: "Auditorium".

#### **ADA (Disability Requirements)**

Seating for persons with disabilities shall be accessible from the main lobby or from a primary entrance, together with related toilet facilities. Accessible seating or accommodations shall be provided in a variety of locations so as to provide persons with disabilities a choice of admission prices otherwise available to members of the general public. Provide at least one companion fixed seat next to each required wheelchair location. Provide minimum 48" (length) x 33" (width) clear ground or floor space that is level and clear per wheelchair space. Provide 60" minimum length x 33" minimum width of clear ground or floor space for side entry.

Wheelchair seating spaces shall adjoin an accessible route that also serves as a means of egress in case of emergency. An accessible route shall connect wheelchair seating locations with performing areas, including stages, arena floors, dressing rooms, locker rooms and other spaces used by performers.

Provide correct number of required seating locations for somnambulant individuals. Each seating location is at least 24" of clear leg space between the front of the seat to the nearest obstruction or to the back of the seat immediately in front.

Aisle seating shall have no armrests on the aisle side or removable or folding armrest on the aisle side. Each aisle seat with removable or folding armrests on the aisle side is identified by a sing or marker.

Stages, enclosed and unenclosed platforms, and orchestra pits shall be made accessible to persons with disabilities.



## **Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
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### **Meeting Rooms**

AV & Storage Room	1	100	100
Chair, (Auditorium Reserved Space For Wheelchair)	6	25	150
Chair, Auditorium	330	10	3,300
Chair, Auditorium (Removable)	6	10	60
Lectern (w/ Space For A Portable Computer)	2	60	120
Stage	1	520	520
Stage, Portable	1	440	440

### **Special Purpose**

Clock	1	0	0
Easel	1	30	30
Flip Chart W/ Stand	1	30	30
Green Room	4	160	640

### **Technology**

Audio Amplifier	1	0	0
Audio Cassette Tape Player/Recorder	1	0	0
Audio Pre-Amplifier	1	0	0
Audio Receiver	1	0	0
Cabinet, AV Equipment	1	15	15
Cabinet, AV Media Storage	1	25	25
CD/Cassette Tape Player	1	0	0
Projection Screen, Motorized Ceiling	2	0	0
Projector, Ceiling Mounted AV	2	0	0
Rack, AV Equipment	1	10	10
TV Monitor, 60" Large Screen	2	25	50
Video Cassette Player/Recorder	1	0	0



**Functional Activity**

The conference room will provide space for library programming, staff conferences, continuing education, community meetings and literacy tutoring. While available for meetings of a general nature, the room will have AV and electronic capabilities as well. This room, which is directly adjacent to Auditorium, is also served as a backstage dressing room. Therefore, a preparation/restroom should also be provided.

**Occupancy**

MEETING ROOM SEATS: 12

**Future Flexibility & Expandability**

It is not anticipated that these rooms will be expanded or changed.

**Security & Supervision**

This area will have assigned staff who are charged with its supervision. Their tasks will not allow constant monitoring, so the conference room will be locked and access controlled by staff.

**Spatial Relationships**

The conference room should be easily accessible from the public entrance and lobby of the building as well as readily accessible to rest rooms and auditorium stage since this room can also be used as a dressing room of the auditorium

**ADJACENT:**

Auditorium

**CLOSE:**

Public Entrance & Lobby  
Meeting Room

**PROXIMITY:**

Custodial Sink & Supply Closet  
Public Rest Rooms

**Acoustics**

Sound should be controlled so that noise from outside the room does not disturb inhabitants and vice versa.

**Space Finishes**

The floor finishes must be of high durability, slip-resistant and as maintenance free as possible. Wall finishes should be attractive, durable and easy to clean since there will be a lot of public use and abuse.

**CEILING:**

Acoustical

**WALLS:**

Vinyl or Fabric w/ acoustical panels behind tackable wall board & picture hanging system.

**FLOOR:**

Carpet or Carpet Tile

**DOORS:**

Glass View Window

**Illumination**

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. General room lighting is acceptable, but there should be some lighting that is dimmable for AV presentations.

**Fenestration**

Windows would enhance the room, but they must be able to be completely blacked out though the use of mechanical screens or blinds in order to produce high quality AV



presentations.

#### **HVAC**

The HVAC system for this room will be part of the overall system that will serve the public meeting room complex. This complex will be open and operational when other parts of the library proper are not, and should be able to be operated independently to save energy costs. Thermostats must be individually controllable with a key lock system.

#### **AV Communications**

All AV outlets must be able to be controlled from both the front as well as the back of the room. There should be adequate outlets to support a sound projection system. Provide CATV/Satellite-dish outlets at the front of the room for video teleconferencing capabilities as well as distance-learning classes.

#### **Signage**

One sign on the door that says: "Conference Room"

#### **ADA (Disability Requirements)**

The doorways leading to the conference room shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

In any given single or multiple accommodation toilet room, only one lavatory unit is required to be made accessible. Provide minimum 30" wide x 48" deep clear space in front of lavatory that allows forward approach. Required clear space can be adjoined or overlapped an accessible route but need to extend a maximum of 19" underneath the lavatory. Lavatories adjacent to a sidewall shall be 18" minimum to center of the fixture. They are 34" maximum 34" in height and 29" minimum clear from bottom of apron to the floor. Knee clearance under front lip is 27" high, 30" wide and extends a minimum of 8" in depth from the front of the lavatory. Provide thermal shields for drain and hot water piping to prevent contact. Faucets are lever type, electronically activated or approved self-closing valves with minimum 10 second open flow. Faucets are operable with one hand and do not require tight grasping, pinching or twisting of the wrist. Required force for operation is 5 lb Maximum.

#### **Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	SQFT	SQFT
<b>Meeting Rooms</b>			
Chair, Conference Room	12	0	0





## **Furniture and Equipment**

<b>Description of Furniture &amp; Equipment Units</b>	<b>UNIT QTY</b>	<b>UNIT SQFT</b>	<b>EXTENDED SQFT</b>
<b><u>Special Purpose</u></b>			
Clock	1	0	0
Coat & Hat Rack	1	20	20
Preparation/Rest Room	1	100	100
White Board	1	0	0
<b><u>Staff Workspace</u></b>			
Table, Conference	4	80	320
<b><u>Technology</u></b>			
AV/Technology Equipment Cart, Large	1	15	15
Projection Screen, Motorized Ceiling	1	0	0
Telephone Handset	1	0	0



**Functional Activity**

As part of the meeting room complex, a kitchenette will provide a space to prepare refreshments for community group meetings, receptions as well as training sessions.

**Future Flexibility & Expandability**

It is not anticipated that this area would change purpose or require expansion.

**Security & Supervision**

The door(s) to the kitchenette should be locked and access controlled by staff.

**Spatial Relationships**

Refreshments should be able to be served from the kitchenette directly to the meeting room or directly to the lobby via a service window. The kitchenette should also be close to the auditorium and conference room for easy access.

**ADJACENT:**

Meeting Room

**CLOSE:**

Auditorium

Conference Room

**Space Finishes**

The finishes for this space should be light in color and easy to clean up after spills.

**CEILING:**

Acoustical

**WALLS:**

Vinyl wall covering

**FLOOR:**

Tile

**Illumination**

Lighting in combination with light colored finishes should provide a space which feels bright and clean. Under cabinet task lighting will assist with making counter tops feel brightly lit.

**Fenestration**

Windows are not desired.

**HVAC**

The kitchenette must have adequate exhaust fans and vents to prevent the smell of food being prepared from entering the meeting room and other parts of the library building.

**Signage**

A sign on the door that says: "Kitchenette".

**ADA (Disability Requirements)**

Doors are minimum of 3'-0" in width and 6'-8" in height. Clear width of the doorway is 32" minimum. All doors should open a minimum of 90 degrees. Bottom 10" of doors shall have a smooth, uninterrupted surface (glass is not allowed) that allows doors to be opened by a wheelchair footrest without creating a trap or hazardous condition. Pressures to open interior door should be 5 pounds maximum, 8-1/2 pounds maximum for exterior doors and 15 pounds maximum for fire doors. All exit doors are operable from the inside without the use of a key or any special knowledge or effort. Opening hardware is centered between 30" and 44" above the finish floor. Door closers must be set so that they take at least 3 seconds to close from an open position of 70 degrees to within 3" of latches. Provide panic bars at all emergency exit doors.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped



with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All sinks, including kitchen sinks need to provide a minimum 30"x48" clear space in front of sinks that allow forward approach by wheelchairs. Knee clearance under sink is a minimum of 27" high and 30" wide, and provides an absolute depth of 19" underneath the sink. Provide thermal shields for drain and hot water piping to prevent contact. Maximum height of rim or counter above finish floor is 34". All sinks is a maximum depth of 6-1/2". There shall be no sharp or abrasive elements under sinks. Faucets are lever type, electronically activated or approved self-closing valves with a minimum of 10 second open flow. Maximum force required to activate faucets controls is 5 pounds.

## **Furniture and Equipment**

<b>Description of Furniture &amp; Equipment Units</b>	<b>UNIT QTY</b>	<b>UNIT SQFT</b>	<b>EXTENDED SQFT</b>
<b><u>Special Purpose</u></b>			
Bulletin Board	1	0	0
Cabinets, Below Counter	6	2	12
Coffee Maker/Urn	4	0	0
Coffee Thermos	8	0	0
Hot Water Urn	4	0	0
Microwave Oven	1	0	0
Paper Towel Dispenser	1	0	0
Refrigerator	1	20	20
Sink	1	0	0
Soap Dispenser	1	0	0
<b><u>Staff Workspace</u></b>			
Cabinets, Above Counter	12	0	12
Workstation, Food Preparation Counter	1	40	40



**Functional Activity**

This meeting room will provide audience seating for library programming, community meetings, small public forums, continuing education, literacy tutoring, Internet training and computer literacy skills etc. The room will allow multiple arrangements from lecture to conference layouts.

**Occupancy**

MEETING ROOM SEATS: 60

This space is not expected to grow or become a different function. Internal flexibility, however, is required since this room will see many varied uses over the life of the building.

**Future Flexibility & Expandability**

This space is not expected to grow or become a different function. Internal flexibility, however, is required since this room will see many varied uses over the life of the building.

**Security & Supervision**

This area will have assigned staff who are charged with its supervision. Their tasks will not allow constant monitoring, so the meeting room will be locked and access controlled by staff.

**Spatial Relationships**

The meeting room should be easily accessible from the public entrance and lobby of the building as well as readily accessible to rest rooms. The auditorium and conference room should be relatively close by as well. The kitchenette should be adjacent to the rear entrance of the meeting room so that caterers can bring in refreshments without disturbing an on-going meeting. The kitchenette should also be adjacent to the lobby where refreshments will actually be served. It is highly desirable if a "pass-through" window arrangement can be accommodated, so that light refreshments can be served out of the kitchenette without having to set up separate tables.

**ADJACENT:**

Auditorium  
Kitchenette  
Public Entrance & Lobby

**CLOSE:**

Conference Room  
Public Rest Rooms

**PROXIMITY:**

Custodial Sink & Supply Closet

**Acoustics**

Sound should be controlled so that noise from outside the room does not disturb inhabitants and vice versa. A sound system should be built into the room that can be controlled from the front and back of the room.

**Space Finishes**

The floor finishes must be of high durability, and as maintenance free as possible. Walls finishes should be attractive, durable and easy to clean and able to display artwork.

**CEILING:**

Acoustical

**WALLS:**

Vinyl or Fabric w/ acoustical panels behind tackable wall board & picture hanging system.

**FLOOR:**

Carpet or Carpet Tile

**DOORS:**

Glass View Window



## **Illumination**

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. All lighting must be able to be controlled at each entrance, and at the "front" of the room where speakers will be located. The meeting room's general area lights may be controlled with regular toggle switches, but there should also be some lighting which is controlled by a rheostat so that the lamps may be dimmed down or up at the beginning and end of programs which require complete darkness. It is usually best to provide these dimmable lights as wall washers around the perimeter of the room so they can also be used to highlight artwork displayed on the walls.

## **Fenestration**

Any windows in the room must be able to be completely blacked out though the use of mechanical screens or blinds in order to produce high quality AV presentations.

## **HVAC**

The HVAC system for this room will be part of the overall system that will serve the public meeting room complex. This complex will be open and operational when other parts of the library proper are not and should be able to be operated independently to save energy costs. Within minutes, the meeting room's HVAC system must be able to go from accommodating 50 active children & parents to a group of five who couldn't get another room. This area will face significant and quick changes in body-heat. Care must be taken to equalize temperatures in this area. Consider a quick recovery heating and/or cooling system in this area to keep the temperature at the desired level for occupants. Thermostats for the room should be key lock controlled.

## **AV Communications**

All AV outlets must be able to be controlled from both the front as well as the back of the room. There should be adequate outlets to support a sound projection system. There also needs to be an outlet for the ceiling mounted AV projection unit. Provide CATV/Satellite-dish outlets at the front of the room for video teleconferencing capabilities as well as distance-learning classes. The retractable ceiling mounted AV screen should be able to be controlled from the front and back of the room. Outlet for a security camera if it becomes necessary in the future.

## **Signage**

One sign on the door that says: "Meeting Room".

## **ADA (Disability Requirements)**

The doorways leading to the conference room shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.



## **Furniture and Equipment**

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
<b><u>Meeting Rooms</u></b>			
AV & Storage Room	2	100	200
Chair, Conference Room	60	12	720
Lectern (w/ Space For A Portable Computer)	1	60	60
Table, Conference	10	20	200
<b><u>Special Purpose</u></b>			
Presentation Center	2	0	0
<b><u>Technology</u></b>			
Audio Teleconferencing System	2	0	0
Cabinet, AV Equipment	4	15	60
TV Monitor, 60" Large Screen	1	25	25

